



Special Attention of:

Notice ADM-16-01

Issued: March 1, 2016

Expires: This notice remains in effect
until amended, superseded or
rescinded

Cross References: [HB 2225.6 REV-01](#)

Subject: Cancellation of Reader Files

Background

A Switchboard idea submission recommends eliminating the reader file requirement.

Interim Policy

This transmits an interim policy change to Handbook 2225.6, HUD's Records Disposition Schedules.

References to "Reading Files" and/or "Chronological (Chron) Files," that does not require a response, are no longer required.

Reading Files and/or Chron Files, filed by the date on which a reply is expected will still be required as described in existing HUDs record schedules.

Retention of Official Record Copies remains in effect.

This notice remains in effect until Handbook 2225.6 REV-01 is superseded.

Distribution: W-3-1